

# **INITIAL NOTIFICATION WORKSHEET**

## **EMBARKED (W/ NO WAMHRS CONNECTIVITY)**

POC: Leslee McPherson, Naval Safety Center  
Email: leslee.mcpherson@navy.mil  
Phone: (757) 444-3520 Ext 7245 (DSN 564)

1. Type all information in required for an INITIAL NOTIFICATION per the PMP in a word doc with little to no formatting (#'s and bullets only).
2. Email the word doc to Leslee McPherson above and request a draft for review prior to release (if desired).
3. She will email you the draft \*.pdf copy.
4. Submit changes and approved for release.
5. If time constrained approve release of message without steps 2&3.
6. If after 1500 EST call DSN 564-2969.

## **REQUIRED INITIAL NOTIFICATION DATA**

1. What commands do you want notified besides the ones required by 3750?
2. Your POC; name, work number and e-mail address.
3. Was this a Flight, Flight related or ground mishap?
4. What class mishap or unknown?
5. What type of mishap was it or Undetermined
6. Are you requesting mishap support and if so what?  
Ex. Investigator assistance, salvage support.
7. Give name, rank, e-mail, phone, etc for the ASO.
8. What time zone?
9. Event date
10. Local time
11. Day or night
12. DOD property damage; yes no or unknown
13. Non-DoD property damage; yes no or unknown
14. Short narrative (no more than 100 characters)  
Ex. Aircraft crashed into mountain. 4 souls onboard. SAR effort ongoing.
15. Reporting command name or UIC.
16. Parent squadron if different than reporting command.
17. Number of fatalities, if any.  
Use 0 if unknown ("unknown" selection will be added in software update)
18. Was the location classified? If not, list country, airspace, lat/long and any location remarks you feel necessary.
19. Pick the T/M/S, BuNo, Controlling Custodian, departure location, destination, # aircrew, # injured aircrew, TMR code of type of mission, was it VMC/IMC and were they using NVGs.